



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

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| <b>Meeting Date:</b><br><b>March 10, 2026</b> | <b>Department:</b><br><b>Municipal Court</b> | <b>Prepared By:</b><br><b>Michelle Lowe</b> |
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## AGENDA ITEM

Consider and act upon approval of professional service agreement for Deputy City Attorney Services with Ashley McSwain Law, PLLC.

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## BACKGROUND:

The City of Willow Park Municipal Court requires qualified legal counsel to prosecute Class C misdemeanor offenses and violations of municipal city ordinances filed in the municipal court. Mrs. McSwain has served as the Municipal Court Prosecutor since May of 2018. The current contract has expired, and staff have negotiated a new professional services agreement to ensure continuity of court operations.

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## STAFF/BOARD/COMMISSION RECOMMENDATION:

## EXHIBITS:

Agreement for Deputy City Attorney Services.

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|-------------------------|--------------------------|--|
| <b>ADDITIONAL INFO:</b> | <b>FINANCIAL INFO:</b>   |  |
|                         | <b>Cost</b>              |  |
|                         | <b>Source of Funding</b> |  |
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